



*South Dakota Secretary of State*  
SHANTEL KREBS

<b>2016 School Election Calendar</b>	<u>MUNICIPAL</u> Second Tuesday in April	<u>PRIMARY</u> First Tuesday after the first Monday in June	<u>TRADITIONAL</u> Third Tuesday in June
<i>The annual election for school districts shall be held between the second Tuesday in April and the third Tuesday in June (SDCL <a href="#">13-7-10</a>). The days to the right are found to be the most common. A school district may choose an alternative date.</i>			
The school board shall set the date of the Annual School Election no later than the first regular meeting in January. ( <a href="#">13-7-10</a> )	<b>April 12<sup>th</sup></b>	<b>June 7<sup>th</sup></b>	<b>June 21<sup>st</sup></b>
The person in charge of the election must notify the Secretary of State when the election will take place by e-mail, letter, fax, or telephone. ( <a href="#">12-2-7</a> )	As soon as possible.	As soon as possible.	As soon as possible.
Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. ( <a href="#">13-7-5</a> , <a href="#">13-7-10.4</a> & <a href="#">05:02:04:14</a> )	Weeks of January 18 <sup>th</sup> and January 25 <sup>th</sup>	Weeks of February 15 <sup>th</sup> and February 22 <sup>nd</sup>	Weeks of March 15 <sup>th</sup> and March 30 <sup>th</sup>
Earliest date to begin petition circulation and earliest date to file nominating petition. ( <a href="#">13-7-10.2</a> , <a href="#">13-7-10.4</a> , <a href="#">13-7-6</a> )	January 29 <sup>th</sup>	March 1 <sup>st</sup>	April 12 <sup>th</sup>
Deadline for filing nominating petition. This is a <b>Friday</b> , please plan accordingly to be available to accept petitions. ( <a href="#">13-7-10.2</a> , <a href="#">13-7-10.4</a> , <a href="#">13-7-6</a> )	February 26 <sup>th</sup> 5:00 pm	March 29 <sup>th</sup> 5:00 pm	May 13 <sup>th</sup> 5:00 pm
Deadline for submission of written request to withdraw candidate's name from nomination. ( <a href="#">13-7-7</a> )	February 26 <sup>th</sup> 5:00 pm	March 29 <sup>th</sup> 5:00 pm	May 13 <sup>th</sup> 5:00 pm
<i>Have you ordered your election kit yet? If you plan to, consider ordering one soon.</i>			
School districts with a total enrollment of <b>more than 2,000 students</b> , within 15 days of filing a nominating petition, a <u>candidate</u> must file a Candidate Financial Interest Statement ( <a href="#">12-25-30</a> ). This is filed with the person in charge of the election and a sample form can be found at <a href="http://sdsos.gov">sdsos.gov</a> , under Elections & Voting, Campaign Finance and Paper forms.			
<i>Don't forget to have your School Board appoint your Election Board. (<a href="#">13-7-12</a> &amp; <a href="#">05:02:05:11.01</a>)</i>			
Publish first deadline of voter registration notice that needs to be published each week for two consecutive weeks. ( <a href="#">12-4-5.2</a> & <a href="#">05:02:04:04</a> )	Week of March 7 <sup>th</sup>	Week of May 2 <sup>nd</sup>	Week of May 16 <sup>th</sup>
Publish last deadline of voter registration notice that needs to be published each week for two consecutive weeks. ( <a href="#">12-4-5.2</a> & <a href="#">5:02:04:04</a> )	Week of March 14 <sup>th</sup>	Week of May 9 <sup>th</sup>	Week of May 23 <sup>rd</sup>
<i>Is your ballot ready? Absentee voting begins soon. The ballot form can be found at <a href="#">05:02:06:15</a>.</i>			
Deadline for voter registration. ( <a href="#">12-4-5</a> )	March 28 <sup>th</sup>	May 23 <sup>rd</sup>	June 6 <sup>th</sup>
Absentee ballots must be made available no later than 15 days prior to the election. ( <a href="#">13-7-13</a> )	March 28 <sup>th</sup>	May 23 <sup>rd</sup>	June 6 <sup>th</sup>
Publish notice of election that needs to be published each week for two consecutive weeks. First publication must be at least 10 days before election. ( <a href="#">13-7-8</a> & <a href="#">05:02:04:15</a> )	Weeks of March 28 <sup>th</sup> and April 4 <sup>th</sup>	Weeks of May 23 <sup>rd</sup> and May 30 <sup>th</sup>	Weeks of June 6 <sup>th</sup> and June 13 <sup>th</sup>

Publish facsimile ballot in the calendar week before the election. The calendar week falls from the Monday to the Saturday of the week prior to the Tuesday of Election Day. ( <a href="#">13-7-8</a> & <a href="#">12-16-16.2</a> talks about the size for publication)	Week of April 4 <sup>th</sup>	Week of May 30 <sup>st</sup>	Week of June 13 <sup>th</sup>
Automatic tabulating systems only. Conduct a public test of the system. Must publish notice 48 hours before test. ( <a href="#">12-17B-5</a> & <a href="#">5:02:09:01.01</a> )	April 2 – 11	May 28 – June 6	June 11 – 20
<i>5:00 pm the day before the election is the deadline for a voter to <u>absentee vote in person</u>.</i>			
<b>Election Day. Polls open 7:00 am to 7:00 pm</b> ( <a href="#">13-7-10</a> ). <i>Remember a voter can request an absentee ballot via authorized messenger up to 3:00 pm the day of the election and the ballot has to be returned in time to get it to the polling location.</i>	<b>April 12<sup>th</sup></b>	<b>June 7<sup>th</sup></b>	<b>June 21<sup>st</sup></b>
School districts with a total enrollment of <b>more than 2,000 students</b> , <u>within 15 days of being elected</u> , a board member must file an Elected Official Financial Interest Statement ( <a href="#">3-1A-4</a> ). This is filed with the person in charge of the election and a sample form can be found at <a href="#">sdsos.gov</a> , Elections & Voting, Campaign Finance and Paper forms.			
Deadline for the official canvass. ( <a href="#">13-7-18</a> )	Next meeting	Next meeting	Next meeting
Certificates of Election are not required by law to be issued.			

**Note:** If the school election is combined with a municipal election on a date other than the 2<sup>nd</sup> Tuesday in April, all dates follow [SDCL 13-7](#) (except when combined with the county for a primary election).

**Ballot color for combined elections:** if combining, one ballot must be white and the other jurisdiction will use a contrasting color (do not use yellow as that is the color for sample ballots). [ARSD 05:02:06:18](#)

**Notify County Auditor:** Contact your County Auditor when you know you will have an election and ask if he/she can be available from 7:00 am to 7:00 pm on that date to answer questions regarding voter registration. ([SDCL 7-7-2](#))

To check the registration status of candidates and petition signers (Business Managers are required to do this for candidate elections per [ARSD 05:02:08:00](#)) go to: <http://cityandschoollookup.sdsos.gov/Login.aspx> . If you forgot your username and password, or never had one, contact the Secretary of State’s Election Team and we will provide it to you.

Contact a member of the Secretary of State’s Election Team with any questions. [Elections@state.sd.us](mailto:Elections@state.sd.us) or 605-773-3537.

Additional **election resources** can be found at:

<https://sdsos.gov> then clicking Elections and Voting, Election References and then Municipal & School Elections.